

ARC Domestic Sponsored/Reimbursable In-Kind Process

Reimbursable In-Kind travel occurs when a non-Federal source provides all or a portion of the funding for travel expenses. NASA employees should not accept direct payment of expenses.

The traveler will send the travel request worksheet to the Central Travel Office via e-mail (ARC-CTO@mail.nasa.gov), mail (MS 203-14), or in person to the Travel Office in N203.

The Travel package must be submitted no less than six weeks to the Central Travel Office. The preparer will make sure all paperwork is included. Travel Packet should include the following (in this order):

Role	Description
Traveler	Letter of invitation from sponsor (formal letter or email) <ul style="list-style-type: none">• Dates of trip• Purpose of the trip and description (Educational research, Presentation, etc)• Title of Function• What the sponsor is paying for (airfare, lodging, and/or expenses)• Statement saying no NASA grant funding will be used to defer these travel expenses• If more information is needed, a letter from the traveler or the preparer is needed to obtain a revised letter.
	Travel Request Worksheet <ul style="list-style-type: none">• Listing additional expenses not paid by sponsor• Indicate "Sponsored travel"
	Traveler provides a request for approval written to their Director, requesting permission to enter into a cost-sharing agreement with the non-Fed source Reimbursable Data Sheet <ul style="list-style-type: none">• Dates of trip• Purpose of the trip (Educational research, Presentation, etc)• Title of Function• What the sponsor is paying for (airfare, lodging, and/or expenses and for what NASA is paying

	<ul style="list-style-type: none"> • Additional sentences to include in the letter (mandatory): <ol style="list-style-type: none"> 1.) This workshop/conference/ is in the best interest of essential NASA official business, and it is expected that a mutual benefit to the government and the customer will be derived. No annual leave or additional business is anticipated. 2.) If annual leave is taken, list number of days of annual leave. 3.) Under the agreement no money will be sent to NASA Ames Research Center or given to me to pay for travel expenses. 4.) In compliance with the provisions of NPD9710.1T, I request approval to enter into a reimbursable in-kind travel arrangement with <u>NAME OF NON-FEDERAL FACILITY</u> by accepting the offer.
	Reimbursable Travel Data Sheet
Travel Office Preparer	<p>Copy of approved NF 1676 & ARC 1676A with abstract/paper/presentation or the electronic version along with a copy of the abstract/presentation</p> <ul style="list-style-type: none"> ○ If traveler already has a completed 1676 form, traveler provides old copy with presentation/abstraction <p>*If the packet is submitted late the traveler needs to write a Late Justification letter to the Director of their organization explaining why the packet was not turned in on time. A generic explanation such as ""Travel packet submitted less than the 6 week requirement. Please approve."" will not and should not be accepted by the Director.</p> <ul style="list-style-type: none"> ○ Please note that the letter for request of approval and justification for the delay can be combined into one letter. (Written and signed by the traveler and given to the preparer)
	Create Checklist
	<p>Complete travel authorization in FedTraveler.com</p> <ul style="list-style-type: none"> • Creates Auth and puts on hold until Legal signs off • In comments indicate this is a RIK package and what sponsor is paying and what NASA is paying. Include POC • Print the travel orders and add an additional signature line on the last page for the Director of the Traveler's organization.

